PAYROLL CODING FOR CORONAVIRUS (COVID-19)

Update No. 7

As we continue to receive guidance related to COVID-19, it has become necessary to update the payroll coding instructions. With the spread of the coronavirus (COVID-19) in our state, a new WBS Element/ Activity code has been established to track all hours actually worked (regular and overtime) that are directly related to response/prevention to COVID-19. **DO NOT** code any leave (LSAG, LA, LB, LSOC, FMLA, etc.) hours to COVID-19. Effective immediately, any employee who is required to perform duties directly related to this event must code his/her time file when using LEO/CATS, as follows:

- **Att./Absence Type: Employees are authorized to use the following codes:**
  - ZA01 (Regular Attendance)
  - Z001 (K-Time Earned)
- **Cost Assignment:**
  - **Cost Center:** 3-digit program office code + 4-digit cost center (Ex: OPH 3260700)
  - **Fund:** 3-digit program office code + **0232 Disaster Assistance-Sheltering** (Ex: OCDD 3400232), **or** 3-digit program office code + **0332 Disaster Assistance- Non-Sheltering** (Ex: OAAS 3200332)
  - **WBS Element:** CV19

See COVID-19 No. 9 Updated LDH Employee Guidance for additional information on leave usage.

To assist both employees and timekeepers with time entry for this event, attached are step-by-step instructions for LEO/CATS and PTMW users. It is the responsibility of each employee to enter his/her own time into LEO/CATS in a timely manner. Also, timekeepers must not access an employee's time file until after 1:00 p.m. on payroll Monday to avoid payroll locks.

In addition to time entry into LEO/CATS, all employees are required to complete an HR-48 (Disaster Operation Individual Time Sheet) and/or an HR-48B (Work From Home, Telework, or Site Other Than EOC/Shelter Time Sheet) for all hours actually worked (regular and overtime) that are associated with COVID-19.

NEW PROCESS FOR SUBMITTING FORMS HR-48 & HR-48B

Submit completed forms to this new email address:

CV19-HR48@LA.GOV

In the SUBJECT line of your email, please include your program office's acronym; for example: OSOMF, MVA, OAAS, OPH, OBH, OCDD

DO NOT SUBMIT DUPLICATE FORMS!

Additional Instructions/Guidance

Note to Supervisors and Managers

Many LDH employees are deemed essential and are assigned 12-hour shifts performing duties outside of their normal scope of work. These employees may be working virtually or physically reporting to duty stations at EOC sites, MSNS, or GOHSEP. Depending on an individual's schedule, they may be required to work more than their regular workweek as part of the LDH COVID 19 response. Please ensure you are approving reasonable leave requests made by your subordinates. We have a responsibility to ensure our LDH team stays healthy and rested enough to continue working. If a subordinate, requests compensatory, annual, or sick leave after serving 12-hour shifts responding to COVID for rest – please grant this requests if possible.

Payroll Guidance

Essential Employees Assigned to Virtual EOC, MSNS, GOHSEP, EOC and Normal Work Duties:

When an employee is actually working at Virtual EOC, GOHSEP, MSNS, EOC or an emergency operations site (days on), those hours are working hours.

On a regularly scheduled work day, If the employee is not working at Virtual EOC, GOHSEP, MSNS, EOC or an emergency operations site (off days), the employee must resume their normal work duties or be on sick or annual leave approved by their supervisor. See examples of work schedules below for additional guidance.

Examples:

- Employee works Mon, Tues and Wed at EOC and not assigned to return until Friday. The employee must work from home on Thursday, a regularly scheduled workday, or take sick/comp/annual time off.
- Employee works Mon, Tues and Wed at EOC, and is scheduled on duty for Virtual EOC on Friday, Saturday and Sunday – Friday would be regular hours; K-time is earned for any hours over a normal work day. Saturday and Sunday is coded as K-time.
- Employee has an alternate or flex work schedule and the day not working at the EOC (off day) ends up being their regular day off. No leave entry required.

Should you have any questions, please contact Tammy Brown at (225) 342-5932 or tammy.brown@la.gov

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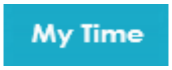
How to Enter Time for COVID-19 (CV19)

FOR EMPLOYEES

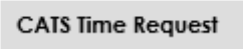
IMPORTANT: It is the responsibility of each employee to enter his/her own time using LEO/CATS in a timely manner and strongly encouraged that employees notify his/her supervisor of any pending requests. Supervisors: It is imperative that you take action on pending actions in a timely manner.

1. Log into **LEO**: https://leo.doa.louisiana.gov/

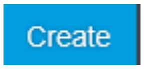
2. Click *My Time*



3. Click *CATS Time Request*

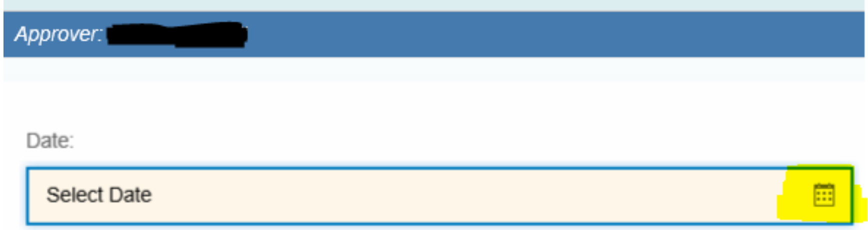


4. Click *Create* to create a request



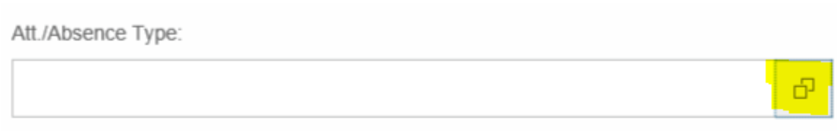
5. Select or enter the following:

- *Select Date:* select a date from the calendar at the top or from the calendar pop-up in the date field

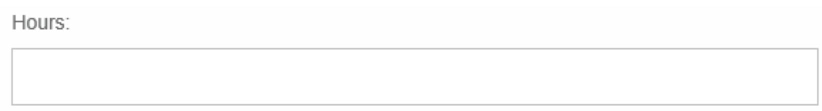


Approver: [redacted]

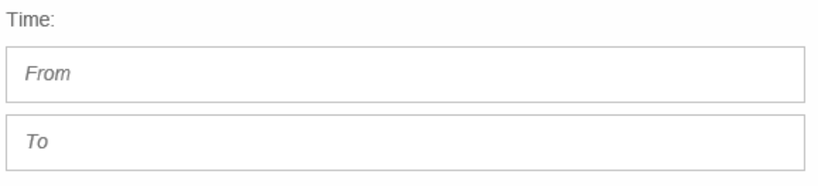
- *Att./Absence Type*: click the drop-down box to select the appropriate payroll code



- *Hours:* type in the number of hours worked or leave used or requested. Use a decimal for partial hours.

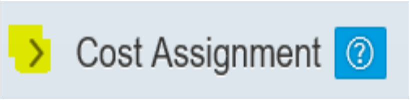


- *Time:* enter begin time (From) and end time (To) including AM and/or PM



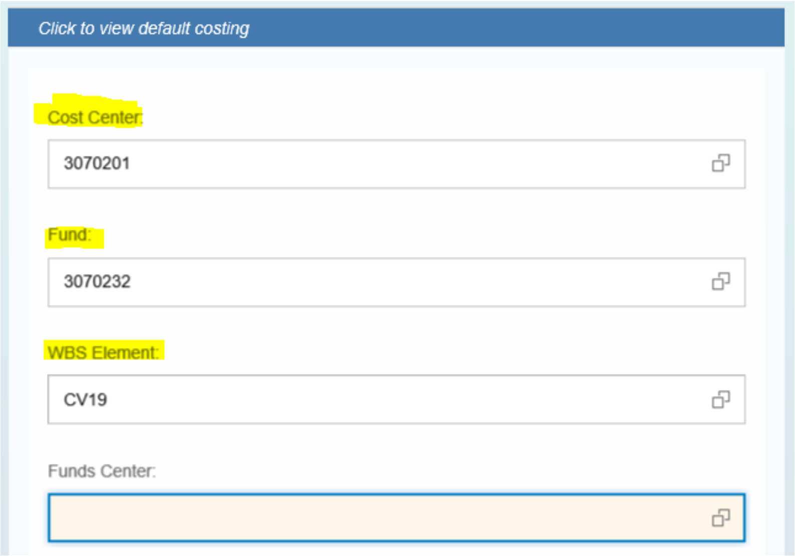
- *Note:* You must type within the “Note” box an explanation of the work actually performed that are COVID-19 related only (Examples: COVID-19 Work at EOC, COVID-19 Work at Home, COVID-19 Work at Office, etc.) **THIS IS AN LDH REQUIREMENT FOR THIS EVENT.**

6. For the COVID-19 event, all hours actually worked, must be tracked by completing the necessary fields in the *Cost Assignment* section. Click on the arrow next to *Cost Assignment*.



7. In the *Cost Assignment* section, you must type in your 7-digit *Cost Center*, the appropriate *Fund* and the *WBS Element* associated with this event for your particular Program Office.
   - Cost Center = 3-digit program office code + 4-digit cost center
   - Fund = 3-digit program office + 4-digit fund code (see options above)
   - Program Office code: DDC-303; MVA-305; OS/OMF-307; OAAS-320; LERN-324; OPH-326; OBH-330; OCDD-340

This is an example. Please consult with your supervisor and/or timekeeper for the correct Cost Center and Fund.



Click to view default costing

Cost Center: 3070201

Fund: 3070232

WBS Element: CV19

Funds Center:

8. Click *Submit*. [Submit]

9. Please confirm that you have accurately entered your time by clicking **OK**. If the entry is incorrect, click **Cancel** and re-enter your request.

DON'T FORGET TO COMPLETE AN HR-48 / HR-48B (DISASTER OPERATIONS TIME SHEET) AND SUBMIT IT TO CV19-HR48@LA.GOV FOR PROCESSING. SEE YOUR TIMEKEEPER FOR ASSISTANCE.

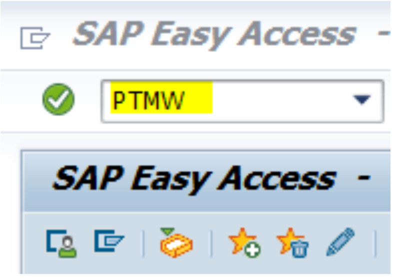
How to Enter Time for COVID-19 (CV19)

FOR TIMEKEEPERS

WARNING: Timekeepers must not access an employee's time file prior to 1:00 p.m. on payroll Monday as this may cause the payroll record to lock!

1. Log into *LaGov ECC*

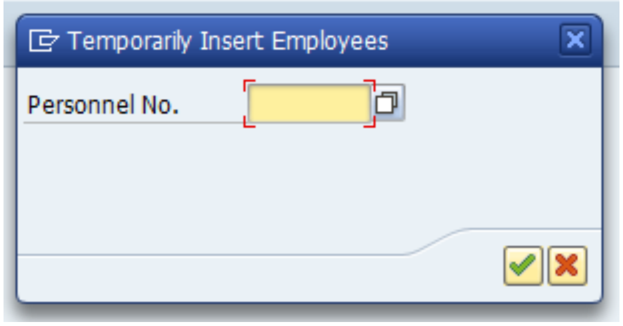
2. Type **PTMW** into the search field, then press Enter or click the green check mark.


SAP Easy Access -
SAP Easy Access -

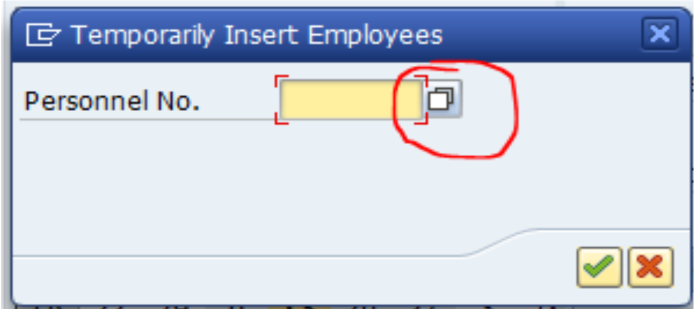
PTMW

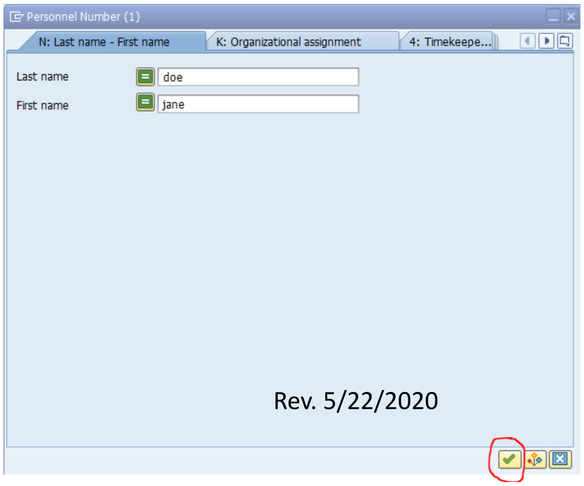
3. Double click on the employee's name from your employee list or click the employee list icon .

4. If using the employee list icon, click *Temporarily insert employees* to search for an employee by personnel number or name. If searching by personnel number, enter the employee's personnel number, press Enter or click the green check mark. The employee's records will populate.


Temporarily Insert Employees
Personnel No.

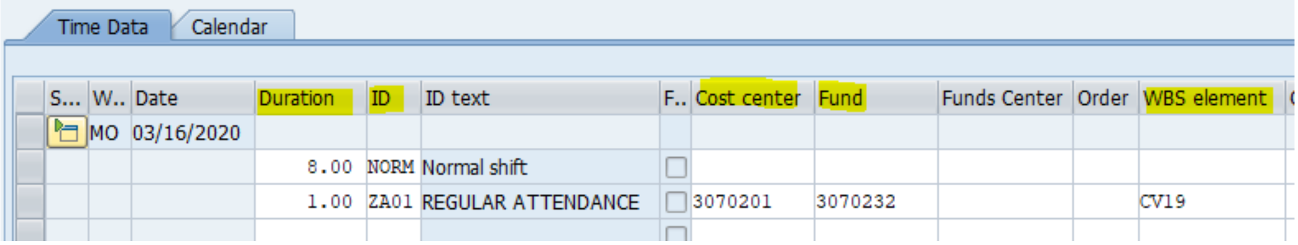
If searching by name, click the drop-down box circled in red. Enter the employee's name, then click the green check mark.


Temporarily Insert Employees
Personnel No.


Personnel Number (1)
N: Last name - First name
K: Organizational assignment
4: Timekeepe...

Last name doe
First name jane

5. When entering the time using PTMW, data must be entered into the following fields: Duration (# of hours), ID (attendance or leave code), Cost Center, Fund and WBS Element/Activity code (CV19). Press Enter, then click the SAVE icon



S...	W..	Date	Duration	ID	ID text	F..	Cost center	Fund	Funds Center	Order	WBS element
	MO	03/16/2020									
			8.00	NORM	Normal shift	☐					
			1.00	ZA01	REGULAR ATTENDANCE	☐	3070201	3070232			CV19

In the event an employee is not able or does not enter his/her time in the system by payroll Monday, timekeepers should enter time on their behalf after 1:00 pm on payroll Monday. Send COVID-19 related HR-48s and HR-48Bs to CV19-HR48@la.gov **DO NOT send Prior Period Adjustment (PPA) forms for HR-48s and HR48Bs.**